



**CITY OF HOUSTON**  
**Administration and Regulatory Affairs Department**  
**Strategic Purchasing Division**

**Annise D. Parker**  
Mayor

Calvin D. Wells, Deputy Director  
City Purchasing Agent  
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Houston, Texas 77251-1562

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October 21 2011

**SUBJECT:** **Letter of Clarification 3**

**REFERENCE:** **Janitorial Cleaning and Associated Services Bid No.: S46-L24093 for Various Departments (GSD, Park and PWE)**

**TO:** **All Prospective Bidders:**

**This Letter of Clarification is issued for the following reasons:**

- **To revise this bid to extend the due date and to provide details of the upcoming Bidders Workshop**

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**1. SOLICITATION DUE DATE EXTENSION**

**SOLICITATION DUE  
DATE/TIME:**

~~**October 27 2011 at 10:30 AM., CST**~~

**November 3, 2011 at 10:30 A.M., CST**

**SUBMITTAL LOCATION:**

**City Secretary's Office  
City Hall Annex, Public Level  
900 Bagby Street  
Houston, Texas 77002**

**DESCRIPTION:** **JANITORIAL CLEANING AND ASSOCIATED SERVICES**

**2. BIDDER WORKSHOP:**

The City of Houston will be hosting a Bidder Workshop on Wednesday, October 26, 2011 at 9:00 AM to 12 noon at City Hall Annex – 900 Bagby St., Houston Tx. 77002; General Service Department – 2nd floor; War Room Conference. This workshop will be held to assist bidders in the process to place a bid. Additionally, the City will discuss and review the appropriate the use of our Exhibit B1 - Service Requirements spreadsheet prior to placement of potential bidder final bid. This workshop is not mandatory.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the proposers to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation.

If you have any questions or if further clarification is needed regarding this BVB, please contact Eric Alexander at 832-393-8704.

Sincerely,

*Eric Alexander*  
Senior Procurement Specialist  
City of Houston, Strategic Purchasing Division

cc: L24095 Solicitation Files

## **End of Letter of Clarification 3**